

Job Description

Barclay Street Real Estate Ltd. (BSRE)

As a locally owned full-service commercial real estate brokerage and property management firm, with offices in Calgary, Edmonton and a membership with TCN Worldwide, Barclay Street Real Estate's team has been serving businesses throughout western Canada for over 40 years.

Barclay Street Real Estate exists because we genuinely care about our clients and want to provide them with services that help them to find success.

NOW HIRING: MARKETING COORDINATOR

Description

The Marketing Coordinator creates marketing materials that is just as thoughtful as the team we work with. Whether it's a white paper, email or landing page, we need to show our current and potential clients that design is core to what we do.

The Marketing Coordinator brings in fresh ideas and helps shape the visual identity of our brand. And while this role primarily services the needs of the marketing department, there are a few extra duties as well.

Duties & Responsibilities

- Quarterback release of marketing materials via ACT and LinkedIn.
- Manage a queue of projects to meet tight deadlines.
- Bring creative ideas and a unique skill set to the department.
- Management of branded templates.
- Liaise with Brokers; Open Houses; Database; Due Diligence; prepare packages.

Requirements & Skills

- Diploma and/or Certificate in Graphic Design.
- Proficient in Adobe Photoshop, InDesign, Illustrator, Acrobat DC and Microsoft Office.
- Working knowledge of HTML.
- Work independently on all design tasks.
- An ability to handle multiple projects and priorities simultaneously in a fast-paced, high-energy environment.
- Excellent verbal and written communication skills, including editing and proof-reading to produce quality marketing materials.
- Small, dynamic team environment which requires helping in other areas as needed.
- Time Management and an excellent attitude.

BSRE offers a competitive salary and benefits.

This opportunity is for our south office located at Bay 117, 4950 - 106th Avenue SE.

Seniority Level: 3 – 5 years experience

Industry: Commercial Real Estate

Employment Type: Full-time

Start Date: Immediately

Salary: Commensurate with experience

Please send resumes to: amuldoon@barclaystreet.com